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Report for Week Ending 18 November 1959
from

[redacted] 25X1

1. Compiled a statistical analysis of records disposition activity in the DD/I area, for [redacted] presentation to Mr. Amory. 25X1

2. Coordinated the preparation of memorandums to twenty ARO's, calling for (1) action on records not retired according to Records Control Schedules and (2) a report by 15 January 1960 on the results of stepping up records disposition activity.

3. Revised the text of the two presentations I gave at the Records Officers Conference to adapt them for reproduction as handouts to ARO's.

4. Eliminated one-half cubic feet of inactive material from my files.

5. As a member of a screening panel, attended the showing of three films on communications and correspondence being considered by National Archives and Records Service for Government-wide use.

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